



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Welfare Initiatives

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWI OPERATIONS MEMO

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PRIORITY: High

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**SUBJECT: MEDICAID/BADGERCARE INITIAL APPLICATION PROCESSING AT OBRA
HEALTHY START OUTSTATIONING SITES**

CROSS REFERENCE: BWI Operations Memo 99-28.

PURPOSE

This Operations Memo provides general instructions to local county/tribal agencies on processing Medicaid (MA, Medical Assistance) for families and BadgerCare (MA/BC) applications received from Healthy Start (HS) outstation sites.

BACKGROUND

The following federal citation calls for states to allow initial MA application processing at sites other than local economic support (ES) agencies. To implement this provision, Wisconsin will expand its Healthy Start outstation process to include initial processing of MA/BC applications.

SEC. 1902. [42 U.S.C. 1396a] (a) A State plan for medical assistance must:
(55) provide for receipt and initial processing of applications of individuals for medical assistance under subsection (a)(10)(A)(i)(IV), (a)(10)(A)(i)(VI), (a)(10)(A)(i)(VII), or (a)(10)(A)(ii)(IX)—

(A) at locations which are other than those used for the receipt and processing of applications for aid under part A of title IV and which include facilities defined as disproportionate share hospitals under section 1923(a)(1)(A) and Federally-qualified health centers described in section 1905(1)(2)(B)⁴⁶, and

(B) using applications which are other than those used for applications for aid under such part.

This expansion requires very close coordination and cooperation between MA/BC providers and local county/tribal economic support (ES) agencies to expand a client's access to health care.

At a minimum, each Disproportionate Share Hospital (DSH) and each Federally Qualified Health Center (FQHC), including tribal health centers, that participates in the Wisconsin's MA/BC program must have a person qualified to:

1. Take applications
2. Conduct initial applicant interviews
3. Prepare applications for eligibility determination by the county or tribal ES agency

It is not necessary for the county/tribal agency to schedule an additional face-to-face MA/BC interview with the applicant if the outstation site has followed all the necessary procedures (including verifications and client signature witnessing). If the applicant wants to apply for other programs (i.e. food stamps, Wisconsin Works or child care), he/she must schedule a face-to-face interview with the local agency.

ES AGENCY PROCESS

The ES agency is required to accept and process MA/BC applications received from an outstation worker. Wisconsin's implementation of this federal provision allows the "receipt and initial processing of applications" requirement to be met by non-ES staff. The local ES agency staff is responsible for making the eligibility determination.

Close coordination and cooperation between MA/BC providers and the ES agency are necessary to ensure the timely and accurate processing of the application. The ES agency should also track the number of approvals generated from the outstationing.

The ES worker's responsibility is to:

1. Process the application (including verifications) from the outstation site.
2. Let the applicant know what additional verifications are needed, if any (the worker should use the verification checklist).
3. Assist the client in getting verifications if s/he has difficulty in obtaining them.
4. Determine MA/BC eligibility within 30 days of the filing date.
5. Send a letter, through the CARES system, advising the applicant of MA/BC eligibility or denial.
6. Explain to the applicant that the CARES system will inform the client, by letter, of subsequent reviews required for the MA/BC program.

TRAINING

The Wisconsin Primary Health Care Association in June offered training on MA/BC outstationing case processing for MA providers. Staff conducting this training has received training on MA/BC from the DES Training Section.

ADDITIONAL INFORMATION

Please refer to BWI Operations Memo 99-28 and its attachments for a listing of Healthy Start outstation sites.